

Additional Information on Applications

1. All applications must contain evidence that you have helped employers reduce their injury/illness incidence rates and workers' compensation costs.
2. If you are applying for certifications and are self employed, you still have to fill out a reference form for yourself and submit it with examples of your work that demonstrates that the requirements of §12-58-2 have been met.
3. Your application and the fee remains active for six months from the time it is received by the committee. Within this six month period your application should be processed and you should have received word from the committee on whether your application has been accepted or not. If the committee requires more information from you, you will be notified and given a time period in which to respond to the committee (it is very important that you respond with the additional information promptly when requested). It is also very important that you remind those whom you chose to fill out a reference for you to turn it in promptly - we sometimes receive applications and have to wait months for the reference forms to come in.